

Commodity Shelf Newsletter

May 2012

Happy Summer!



We know it is a crazy time of year for everyone with the end of school approaching, trying to clean out your storage areas, and the glimpse of summer vacation on the horizon. DESE – SFS wishes you a safe and fun summer!

Processed Orders for SY 12 – 13

DESE – SFS has submitted all of the processed orders to brokers/processors who offer Local Education Agencies the opportunity to select their delivery schedule for SY 12 – 13. The brokers/processors will be contacting your LEA in the near future (via Email or fax) for you to break down when you would like to receive your processed orders during SY 12 -13.

DESE – SFS worked with many states to split trucks of USDA Foods to processors in attempts to fill all of the processed orders as submitted via the Processing Packet and were highly successful in our attempts. Very few concessions or additions had to be made, so LEAs should see their SY 12 – 13 case totals be very close to their calculations when submitting Processing Packets.

The last of the processed orders DESE – SFS is still working on is National Food Group who processes cheese, apples and pears. We are working to get the lbs needed to produce the requests submitted via the Processing Packet. Should any changes need to be made, LEAs will be notified with the options.

Monthly Processed Order Forms will be available by June 1. Orders for August delivery need to be submitted via Email by June 15.

Open Order Updates

DESE - SFS submitted final orders to USDA on May 14 for Open Order items during SY 12 – 13 and will be compiling the “Open Order Items – Anticipated for SY 12 -13” to post to the DESE – SFS Commodities page in the near future.



Processing Packet Change

LEA's had the option of ordering “brown box” USDA Foods via the Processing Packet for SY 12 – 13. There was a schedule of deliveries for the 5 offered items, but two of the items were not available during the original planned delivery periods (changes are **highlighted** below). Please make note of the below delivery schedule if your LEA ordered any of the 5 below “brown box” items via the Processing Packet. Requests will be split evenly among the planned delivery periods.



Material #	Delivery	Delivery	Delivery	Delivery
100098	Oct 12	Dec 12	Feb 13	
100101	Sep 12	Nov 12	Jan 13	
100117	Sep 12	Nov 12	Jan 13	
100158	Sep 12	Oct 12	Nov 12	Dec 12
	Jan 13	Feb 13	Mar 13	
100173	Oct 12	Feb 13		

[100098](#) – [8 piece cut-up chicken \(40 lb case\)](#)

[100101](#) – [diced chicken \(40 lb case\)](#)

[100117](#) – [fajita chicken \(30 lb case\)](#)

[100158](#) – [ground beef \(4 – 10 lb logs\)](#)

[100173](#) – [pork roast \(36 – 42 lb case\)](#)

The USDA Foods Fact Sheets are linked for each of the items above. USDA is in the process of updating their fact sheets and DESE – SFS will update the links on future Commodity Shelf Newsletters along with pricing.

The 100158 – ground beef ordered for SY 12 – 13 is Lean Finely Textured Beef FREE.

ALL beef ordered by DESE – SFS (processed or “brown box”) for MO schools in SY 12 – 13 is LFTB Free.

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Procurement

Each year during this time DESE – SFS receives many questions regarding the proper procurement. Local Education Agencies (LEAs) should follow when procuring the goods and services necessary for the upcoming school year. Below are some general Questions and Answers (Q & As) to remember when procuring goods and services for your Child Nutrition Program. The following Q & As are by no means all inclusive:

Q1. Do I have to follow procurement regulations?

A1. If you plan to purchase services, supplies or property which exceeds the small purchase threshold then you must formally procure your planned purchase, more commonly known as “bidding”.

Q2. What is the small purchase threshold?

A2. You will have to confirm with your district/school to determine your specific small purchase threshold because you must follow the strictest guidelines. If your district/school does not have an established small purchase threshold, then public schools must follow the Missouri threshold for small purchases which is \$25,000 or non-public’s must follow the Federal small purchase threshold of \$100,000.

Q3. What if my purchase is below the small purchase threshold?

A3. Regulation states: “If small purchase procedures are used (informal procurement), price or rate quotations shall be obtained from an adequate number of qualified sources.” (7 CFR Part 3016.36)

Q4: Can an LEA purchase directly from a Buying Organization or Purchasing Group? (Many LEAs have contacted DESE – SFS about NCT, which would fall under this category)

NCT??

A4: LEAs are not prohibited from purchasing from a buying organization or purchasing group, as long as they comply with the government-wide procurement rules at 7 CFR 3016 and 7 CFR 3019. **However, an LEA cannot purchase directly from a buying organization without considering other sources.** Depending on whether the procurement is informal or formal, the appropriate competition must take place to ensure that the LEA is obtaining the lowest responsive bid or offer. Joining or procuring directly from a buying service without opening up competition to other like sources does not ensure that the lowest responsive bid or offer has been obtained. The prices of a buying group or organization could be factored in and assessed against other bidders or offerors. (USDA School Program Policy Memo [SP 08-2009, Q/A #13](#))

If you have any questions about procurement there is additional information on the [DESE – SFS Website](#) under the tab [USDA Guidance Policies](#) or you can contact Matthew Essner, 573-522-1974.

Inventory and Reconciliation for SY 11 -12

DESE – SFS will be conducting our annual inventory and reconciliation with the contracted warehouse (Food Distribution Associates, FDA) on May 23 - 24, 2012. All shortages **not** resolved during the school year will be corrected during our reconciliation process. DESE – SFS works with FDA to send LEAs the items they were shorted, but in the event the exact item is not available, a comparable item with a greater value may be substituted. Any LEA shorted product during SY 11-12 which was not resolved on a later delivery during SY 11-12, will receive an E-mail from School Food Commodities later this summer with a breakdown of the items shorted, and the make-up items to be shipped with the first deliveries in August.

Summer Workshops

DESE – SFS will again be hosting Summer Workshops for MO LEA’s. Registration and additional information can be found [here](#). The dates are:

June 26 – Jefferson City

June 28 – Kirksville

July 10 – Cape Girardeau

July 11 – St. Louis

July 24 – Kansas City

July 25 – Kansas City

July 31 – Springfield

New Meal Patterns

There is lots of information available on the [DESE – SFS Website](#) regarding the [Healthy, Hunger-Free Kids Act of 2010](#) and the [New Meal Pattern requirements](#). Please visit the Website for the most up-to-date resources available and plan to attend one of the Summer Workshops to gather all the information necessary to implement the new requirements correctly for your LEA.

Training Materials

Are you looking for a reliable source for training materials regarding your School Nutrition Program? “*The National Food Service Management Institute (NFSMI), is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs. The Institute was established by Congress in 1989 and funded at The University of Mississippi in 1991 by a grant administered through the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). The Institute’s mission is to provide information and services that promote the continuous improvement of child nutrition programs.*”

NFSMI offers free online courses, resources, and archived webinars. Their trained staff may even have opportunities to provide on-site training. (click [here](#) to learn more).

Quote for the Month

“There are no language barriers when you are smiling.” – Allen Klein

